

IN THE SUPREME COURT OF TEXAS

Misc. Docket No. 93- 0234

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MANDATORY REPORTS OF JUDICIAL  
APPOINTMENTS AND FEES

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**ORDERED:**

Section 1. Every appointment in a civil case by a regular or assigned judge of any district court, constitutional county court, statutory county court, statutory probate court, court master or court referee of a person to a position for which any type of fee may be paid shall be made by written order.

Section 2. Every application or request for the payment of a fee by such an appointee shall be approved by the court of the judge making the appointment by written order.

Section 3. Orders regarding appointments made and fees paid may not be sealed or otherwise withheld from public disclosure for any reason, regardless of whether any other information in the case is protected from disclosure.

Section 4. All district and county clerks shall record the appointments of and fees paid to any person who is so appointed.

Section 5. At the end of each month, each district and county clerk shall prepare a report of all persons so appointed and of all fees reported. Such report is required in all matters where the total fee awarded exceeds \$250, but may include matters involving fees of lesser amounts. The report shall indicate:

- (1) the name of each person appointed by the judge of each district court, county court, statutory county court, and statutory probate court in the county to a position for which a fee is to be paid from any source;
- (2) the name of the judge making the appointment;
- (3) the case number and style of the case in which the appointment was made;
- (4) the date the appointment was made;
- (5) the position to which the person was appointed; and
- (6) the source and amount of the fee to be paid to the person.

Section 6. The clerk shall make a copy of this report available for public inspection in the clerk's office, and shall, before the twentieth day of the month in which the report is due, transmit a copy of the report to the Supreme Court through the State Office of Court Administration in Austin.

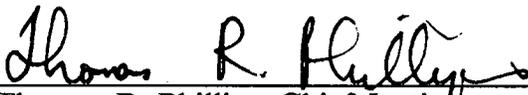
Section 7. The clerk shall retain each such report for at least two years following the date it is made available for public inspection.

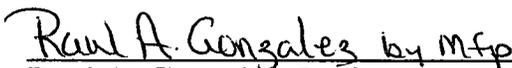
Section 8. The clerk may charge the normal reasonable fee charged by the clerk for similar reproductions for reproducing the report for a person requesting such report.

Section 9. The orders signed pursuant to Sections 1 and 2 above shall be sufficiently specific to enable the clerk to prepare the report required by Section 5 above.

Section 10. This order is effective January 1, 1994, and applies to all appointments made or fees ordered on or after that date.

Section 11. A copy of this order shall be transmitted by the Clerk of the Supreme Court to each district and county-level judge and to each district and county clerk.

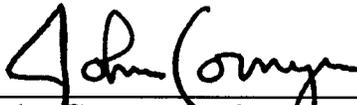
  
Thomas R. Phillips, Chief Justice

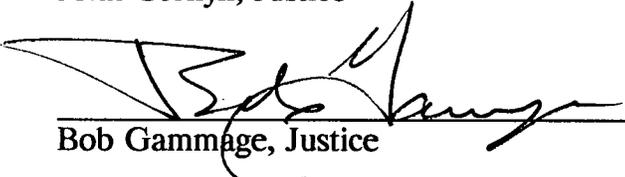
  
Raul A. Gonzalez, Justice

  
Jack Hightower, Justice

  
Nathan L. Hecht, Justice

  
Lloyd Doggett, Justice

  
John Cornyn, Justice

  
Bob Gammage, Justice

  
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Craig T. Enoch, Justice

  
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Rose Spector, Justice

Signed this 4<sup>th</sup> day of November, 1993.